

**Minutes of the Annual General Meeting
of the Hadley Wood Association
Wednesday 22nd November 2017 at 8.00pm
at the Hadley Wood Association Centre
Crescent East (at the end of the tennis courts)**

Apologies

Liz Snape (Trustee)
Guy Cecil
Elizabeth Finch
Peggy Bolt

Present

Rupert Mackay (Chairman)
Bernadette Jackson (Trustee)
34 Members of the Hadley Wood Association signed in.

The meeting was opened by a request from the Chairman asking all those present to fill in a form to confirm the records of membership information.

Note: The HWA Data collection AGM 2017 form stated: "Please leave blank any information you do not wish to share" along with a Data Protection notice at the end.

(1) Minutes of last meeting and matters arising

The Chairman apologised that the Minutes of the 2016 AGM did not include any Q&A from the meeting.

Francesca Caine pointed out her report on the Rail User Group had not been included. She asked for full minutes to be produced this year and circulated reasonably soon.

Gillian Henley asked if there was any update on the use and management of the car park and a new membership initiative.

Chairman stated that car park stickers should be obtained from Louise Houston, and need to be displayed (more discussion on this later in the meeting). An ad hoc committee have started to look at membership and this will be addressed under Membership.

(2) Chairman's report

Thank you very much for taking time out for this HWA AGM.

I would like to re-enforce the long term vision/dream which is threefold, the 3 'R's.'

1. **Recognise** we live a wonderful area of HW, green space, fields, sport, playground. The land was given for the public good of the people and we must

- try together to maintain and continue that vision.
2. **Renew** the lease with Enfield council as they are our custodians who signed a lease back 24/09/1992 - 13 years left! Time is running, and local authorities are more aggressive in trying to maximise revenue and housing. More on this later.
 3. **Rebuild/renovate** the HWA centre. The centre was opened in 1964 and so its 53 years old. Constant repairs are required and a re-build or development in the long term will be required. But in the meantime, the building is costly with repairs. (Note: the Centre was officially opened on 14 June 1968)

Trustees

Bernadette Jackson is unable to continue as a trustee due to other commitments. Bernadette has been an extremely valuable trustee assisting us to put in place some important principles of governance and good charitable practice. I have particularly appreciated her friendship, professionalism and her workable solutions when things get complicated. Thank you very much for all your time and integrity in being a trustee of the HWA, such people are hard to find who give their time for free. Thank you very much.

As trustees Liz Snape and I would like to highly recommend Robert Wilson as the new replacement trustee as advertised on the HW notice board and in the HWNews. Robert has lived and brought up his family in HW. He is a solicitor, now retired from Holman Fenwick and Willan - he was Finance Partner on the Management Committee and the Senior Partner. He has already been helping us this year with law related matters such as the preparation for lease renewals and user agreements. His election will come under election of officers towards the end of the meeting, he has my full support along with many others of the HWA.

Note: Rupert Mackay and Liz Snape are willing to continue to act as trustees.

Staffing

Jaye Gohil-Fisher Company Secretary will be leaving us at the end of December. She reduced her role to book keeping and subscriptions this last year. We thank Jaye for her time with us and wish her well in the future.

Louise Houston is the estates or centre manager who administrates hall bookings, cleaning contracts, buildings / grounds maintenance contracts with ASM maintenance contractors and deals with subcontracting any works that come up from time to time. She will be taking over cheque payments from Jaye and helping us with our subscriptions. Book keeping will be taken over by an agency or a volunteer within the community - if anyone would like to volunteer for this role it would be warmly considered. I am extremely grateful to Louise for all her hard work, she is always very willing and gets stuck in wherever the need arises. Ian our handy man continues to help out with any DIY jobs and was very helpful along with Louise in clearing up after the fireworks. We are very grateful for all that they do for the HWA.

Main users

We are still making it our aim to have all main users of the centre on user agreement contracts and I am particularly grateful to Robert Wilson in giving this initiative a

fresh encouragement. We live in an age where it is important to have clear terms and conditions in using the centre and its grounds - (ensuring a paper trail for insurance, finance, cleaning, maintenance, health and safety and child protection responsibilities.) Robert can confirm the following.

TENNIS CLUB - The major outstanding shared user agreement is the one with the tennis club. Since August, Robert Wilson has been discussing issues and detailed contract wording with Steve Davies as tennis club Chair. Issues have included use of the bar, so that shared use is clearly provided, and responsibility for maintenance of the tennis courts. Advice has been taken from Guy Wheatcroft from Horizon Law to ensure that the Licence Agreement is in line with our Lease. The latest draft is with the tennis club and we expect a conclusion soon, but in the meantime, fee payment is up to date along with non-resident subscriptions to the HWA (resident members should pay direct to HWA). For your information the bar licence has been renewed in the name of the HWA and part of the user agreement will define how the bar is managed.

FOOTBALL CLUB - After some false starts, we have had good discussion with the football club. A detailed Licence Agreement is agreed in principle. Robert Wilson will produce the document for final negotiation once the tennis club Licence is agreed (for consistency). Again, the football club have paid a fee for 2016/17 at the level requested by HWA (share of maintenance contract plus 20%). There has been cooperative discussion about possible transfer to the football club of pitch maintenance (with a sale of the tractor and improvement of the access to the field), use of the garages and investment to improve the pitches.

Lease

We are taking legal advice on our rights to renew our lease from London Borough of Enfield. Robert Wilson has been assisting. Guy Wheatcroft (Horizon Law) has been instructed. His experience includes lease renewal for Barnet Museum. Guy is well known by several HWA members.

We are likely to approach LBE within the next year or so to negotiate a much longer lease, and have reasonable expectations that this will be achieved as reported last year. However, it is sensible to know we can rely on legal rights if necessary. We expect to meet with Guy soon. He will then complete a memo to guide us on this subject.

Hall hire of the centre

The hall hire income goes from strength to strength, increasing income by £3,038 to a total contribution of £10,033. The electronic means of booking along with photos on the web site encourages booking along with Louise friendly touch. There is a clear paper trail with terms and conditions, which was audited by Pat Taylor early on in the year - thank you Pat.

As regards the centre Louise reports the following works have been carried out. The hall repainted in April and the changing rooms in August which cost £672.79. We had new carpet laid in April at the entrance which cost £658.80. Cracks in the

top of drive appeared and have been repaired at a cost of £200.00. Repair of damaged door and wall in hall and clearing debris from the roof cost £350.00. Metrorod has been used with issues of the drains in Feb 2017 - costing £330.00 and again May - costing £234.00. We have a damaged drain outside the Security office which is going to cost £1320+VAT.

Quote for new Windows in the main hall has been obtained from Olympus Windows in Cockfosters at £3240.00. We are holding off on this expenditure, but it will have to be done in this new financial year.

We now have new cleaners in place "Alexandra Cleaning" who were recommended by Pat Taylor who took over from Allegri. They are doing a much better job and the hall is looking a lot better.

Louise has spoken to a contractor about repairing the broken curtain rails in the hall and also looking into the roof again as there are persistent leaks!

Fireworks

The weather was good to us this year. The Fireworks committee lead by Maria Evans although she was unable to be around for the evening helped us in planning for the great day. Guy Cecil took on the health and safety while Richard Walker and myself assisted as required. We continue to be most grateful to Statons who are our main sponsor without them we would be unable to run this event. We are also most grateful to our volunteer stewards, bar staff and other volunteers who make the evening such a success. Although the official accounts on the day will not be known till next year as this years fireworks falls into the 2017/18 financial year, an excess of income of over £6,000 was raised which helps us all in the running expenses of the Centre.

Hadley Wood News

We are extremely grateful to Rod Armstrong for the regular news and information from the HW News and he will be making a separate report later. But many thanks for all your hard work. We now publish the magazine in house, which makes a bit of saving. Many thanks to Rod for your publications and in supporting the work of the Association.

Other initiatives

We are very grateful to John Leatherdale for his photographs of the local area being published in the HWN and at the station. We also greatly appreciate your kind donation of producing the large poster with Clive Coote called "The History of HW since the Ice age," proceeds of the sale of this poster of £20 is going to the HWA. Many thanks John.

We continue to be encouraged by our "affiliate organisations" such as Rail User Group of HW and we must congratulate the RUG for winning national awards for best new group and best campaign and Francesca Caine, the RUG's Chair, the award for best individual campaigner. Congratulations to Francesca and to her

wonderful committee who have championed for our local station in many ways. Another affiliate organisation is "HW Neighbourhood Planning Forum" who have now received their first funding which will go towards making progress on our neighbourhood plan (using a consultant). What this means is that in the future (once the plan is approved) some CIL funding will go towards projects and interests of the community of HW. Many thanks to David Harbott and Esther Kurland along with those who support the Forum for all their efforts.

Also, many thanks to Lewis Temple for taking up local planning issues and giving advice in making constructive objections and alternative suggestions to all those who area effected by planning applications.

I would like to especially thank a group of people who took their own initiative in May this year by organising a tidying up the HWA grounds, Lisbeth Wirth, Dawn Wellings, with Hannah Destro, Alexandra Whiter. They all encouraged us to turn up on a Saturday to clean up the grounds thank you all those who got involved.

This year I would like to thank John Bolton, David Harbott, Francesca Caine, Richard Walker, Robert Wilson, Esther Kurland, Pat Taylor and Jim Lockhart who met a few times over the year to encourage the trustees in their efforts in running the HWA. In the past there was a management committee that helped run the HWA, but many years ago it fell into abeyance. The trustees wish to set up a wider involvement in management of the HWA, probably with a management committee. So, would you be willing to serve your local community in being a member or taking on a specific role or area of interest within the HWA? Please let us know your interest or how you might be able to help the HWA.

The kind of areas that we need help in is in - finance, membership, marketing, recruitment, fundraising, book keeping, developing a data base, web site enhancement, new brochure, application forms, legal, buildings grounds and maintenance support, future development and vision.

The trustees would welcome any initiative and suggestions that would enhance the HWA and its members. Please fill in the "data collection form" to help us confirm our records and please consider how you might be able to assist the HWA.

keep to the dream/vision

1. Recognise we live a wonderful area of HW.
2. Renew the lease with Enfield council.
3. Rebuild/renovate the HWA centre.

John Bolton noted that someone is required to do the book-keeping and asked if HWA would be replacing Jaye Gohil-Fisher or making a saving of the salary?

Chairman this had not been decided; we may use an agency or a volunteer for book-keeping.

John Hall suggested that with changes in the air HWA should draw up a strategic plan.

Lisbeth Wirth asked what is happening regarding the abuse of the car park by non-members?

Chairman reported there had been suggestions and discussions on how to manage the car park – a barrier and clamping was thought to be too harsh and would prefer to manage it in a friendlier manner. Maybe a team of volunteers and encourage those not already members to become members and get a sticker.

Richard Walker suggested a management committee should draw up a vision to encourage membership, noting that only 34 members were present.

Gillian Henley suggested a discount scheme with local businesses so that more people would feel there is a benefit in being a member.

Chairman suggested maybe a discount for the Fireworks.

(3) Financial Report

You will be glad to hear that David Harbott will be taking over the financial side of the HWA as Treasurer. David has been helping me with the finances and has clear financial questions to the book keeper and the accountant that has helped us have a better financial control over this last year.

The Report of the Trustees and examined Financial Statements for the year ended 30th September 2017 were presented to the meeting by the Chairman who then read out the following report from David Harbott:

I haven't had an opportunity to review the accounts in detail, but my brief summary is; the budget was to break even after depreciation, and although we did not achieve this we made substantial progress. Savings in expenditure were achieved, following all the hard work of re-tendering our supplier contracts. Income budgets were met in all categories other than advertising and membership; it is recognised that these areas require additional focus in the coming year.

Cash balances increased following the collection of overdue user fees.
The overall financial position has been stabilised.

The report from the accountant is as follows.

Year performance:

Full year result show a loss of £5,672.70. This is a significant improvement from last year's stated reported loss of £15,908.62.

The net underlying position, excluding depreciation charge of £6,444, and bank interest of £85.45, is a surplus of £686.

Surplus reserve (including restricted funds) at the year end was £118,546 (2016: £124,219).

Main area affecting the annual results are as follows:

1. Subscription income for the year was £11,821 which is £3,031 lower than

- previous year. (and under budget by £2,553)
2. Advertising income was £1,206 lower than last year (and £1,706 below budget.) The cost of production of newsletter exceed income by £1,088.
 3. Annual fireworks event has resulted in a profit of £1,305 (2016: £1,839)
 4. Hall hire revenue has increased by £3,038 to £10,033 (2016: 6,995)
 5. Legal & professional fees include payment to Bates Wells Braithwaite £1,689 and Captured sparks £200. Both costs are one-off, (but were not in the budget.)
 6. Grant from Groundworks UK of £10,585 is excluded from the trading position, and is classified as a restricted fund. This is set aside for HW Forum for paying for a HW Forum Plan to be professional written. The fund is transferred on the balance sheet, under "other creditors".

I am no financial expert, but we could take questions and I could attempt a reply or we could give written replies?

Pat Taylor asked about gift aid.

Chairman advised it was £727 for 2016 and £1,088 for 2017 is still outstanding from HMRC.

John Bolton the loss of subscription income in the last 2 years indicates a loss of approximately 50% of the members and asked if there was a comprehensive list of members?

Chairman Louise Houston will be taking over the membership data from Jaye and the implementation of Francesca Caine's analysis and recommendations on data structure.

Philip Caine asked the Chairman to clarify the Independent Examiners Report, pointing out that there is something seriously wrong with the information presented on pages 2 and 3, which did not make sense.

Chairman agreed there was information missing on the accountant's report and will get this rectified.

John Bolton asked if there had been an adjustment as the figures quoted for 2016 in the 2017 accounts bear no resemblance to the 2016 accounts?

Chairman reported that the accounts have been adjusted from the AGM in November 2016 to reflect a loss of £15,909 and not £22,904 as reported (year ended 2016). An adjustment of £6995 had come about as a result of a late payment from the tennis club.

John Bolton asked about the other creditors amount of £12,251.

Chairman confirmed this is money ring fenced for the Neighbourhood Planning Forum.

Francesca Caine asked about membership rates and subscriptions after John Bolton's comment and referred to the front page of the September HWN – did the article produce anything in the way of new membership?

Chairman No however, one new member did sign up at the Rail User Group's Michael Portillo event.

Note: since the meeting Louise has confirmed 10 new members signed up as a result of the HWN article.

John Hall asked if the accounts had to approved at the meeting given that the Independent Examiners Report was gobbledygook?

Bernadette pointed out that the accounts are simply received.

Chairman advised that he would get this corrected and the Trustees would approve the accounts.

Roger Dargue advised that there used to be street representatives who knocked on doors regarding new membership.

Chairman pointed out that this had happened before his time (13 years) in Hadley Wood. suggested asking for volunteers to this.

Richard Walker volunteered to pilot this in Kingwell Road.

Bernadette Jackson thought this needed some consideration as there is a need to be mindful not to contravene any cold calling legislation.

Christine Jenkins advised that it used to be made clear that it was a requirement to be a member of HWA in order to use any of the facilities here.

Joycelin Hobman and **Helen Wilson** both agreed that membership was a mandatory requirement.

Robert Wilson advised that all members of the Tennis Club have to be members of HWA. He was unsure whether it is appropriate to insist that the Football Club parents be HWA members as most of them were non-residents; it is an item in the negotiation.

Rod Armstrong suggested recognition of members in a centre page spread in the HWN.

The meeting agreed not to pursue this idea for reasons of data protection.

Graham Sharp advised that anyone using the car park had to be a member of HWA.

Chairman suggested a tightening up of the use of the car park with flyers and HWA parking stickers will be encouraged.

- (4) **Reports from the Clubs (tabled in separate reports attached):
Hadley Wood Pre-school, Hadley Wood Dance Centre, Friday Bridge Club, Hadley Wood and Wingate Football club.**

The Hadley Wood News

Update from Rod Armstrong

The production of the HWN has been taken in house. Rod thanked John Leatherdale for his wonderful photographs and Gillian Henley for helping with some Publisher issues. On average there are 17 advertisers per issue and the size of each issue is adjusted dependent on space and articles. Each issue raises £1,000 from adverts so Rod was unsure how it had lost money – he thought it had broken even. He has been hoping to get an advert from the larger car show rooms in Hadley Highstone and asked if anyone had any contacts with any garages?

Robert Wilson asked about the adverts on the website.

Rod Armstrong advised they were part of the deal.

Gillian Henley suggested that the cost of adverts needed to be reviewed as they are more expensive than the Potters Bar Community Magazine that is bigger than the HWN and goes to a much wider circulation

Membership

The Chairman reported the current figures from Jaye are 360 members made up of no members from ballet, 30 from the Tennis Club, 25 from the Bridge Club and 10 from the Pre-school.

Pat Taylor disputed these figures – for example, she was convinced all of the Bridge Club were members of HWA.

Chairman will ask for the figures to be checked.

Francesca Caine asked why the data collection sheet was asking about membership of other groups/clubs outside the HWA's subscription scope and how that data was going to be used?

Chairman replied so that HWA and RUG records could be cross-checked.

Francesca Caine said this was inappropriate and suggested that she and the Chairman needed to discuss the relationship outside the current meeting.

Chairman apologised that the form had been written up without discussing it with RUG. The information was voluntary, and people could ignore the request requesting information on membership to RUG.

(5) Election of Officers

Robert Wilson was unanimously appointed as a new trustee. The trustees are now Rupert Mackay, Liz Snape, and Robert Wilson.

(6) Any other business

John Leatherdale gave an update on two items he has produced for sale with money going to the HWA. The first was a poster (which was on display) selling at £25 of which £20 goes to the HWA. He reminded the meeting there are only 4 left. The second is CD with 154 images with captions of the History of Hadley Wood. These cost £10 each and so far, have raised £263.05. He invited attendees to buy them this evening.

Francesca Caine announced the good news that Hadley Wood will be getting 4 trains per hour off peak all week, including all day Saturday and Sunday starting in May 2018. She informed the meeting about the latest phase of GTR's timetable consultation which had begun today and asked everyone to respond to their survey and tell GTR that we like this, referring to the flyer that had been handed to everyone on arrival regarding the need to respond. However, the late night services still have some unacceptable gaps and GTR need us to tell them this in our responses in the hope that will enable them to add some more trains. We want Hadley Wood to come out high on the list of responders as this strengthens our case.

No one present was able to give an update on the **Neighbourhood Planning Forum**.

Christine Jenkins confirmed the signing in sheet was being circulated.

Tony O'Brart advised the meeting of a number of burglaries in Courtleigh Avenue and warned everyone to be careful. He asked for any ideas on how to combat this?

Richard Walker suggested neighbourhood watch – he has set up one in Kingwell Road.

Robert Wilson asked Bernadette Jackson to share her thoughts on the HWA. She agreed with the need to set out a strategic plan and look at membership. There are now user agreements in place which will be helpful going forward. There is a need to be mindful that there is much more governance around charities now than there has been.

The meeting closed at 9.15pm and handed over to Councillors Anne-Marie Pearce and Jason Charalambous for their Ward Meeting.